

**ALBUQUERQUE PUBLIC SCHOOLS
EMERGENCY DETERMINATION FORM**

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- the functioning of government.
- the preservation or protection of property; or
- the health or safety of any person.

I. Name of Department or School: Title I
Contact Person: Amesha Griego
Telephone No.: 505-253-0330
E-Mail Address: Griego_am@aps.edu

II. Name of prospective contractor: First Book
Address: 1319 F. St. NW Suite 1000
City, State, ZIP Code Washington, DC 20004
Telephone No.: 202-639-0121 Fax No: 202-628-1258
Email Address: pneira@firstbook.org

Amount of prospective contract: \$ 96,051.00

Term of prospective contract: one time purchase

III. Thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Miscellaneous childrens books

IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized.

Albuquerque Public Schools is partnering with City of Albuquerque to provide books one hour before City provides lunch to children during the summer. Additionally, teachers will provide 45 minutes of strategies for families to read to the children. The program is called "Storytime in the Park" and teachers have been recruited to begin the program June

1st. The lead time for obtaining the books is one month when the order is received. In order to obtain books by June 1st a purchase order is required or books will not arrive on time to begin the program. By not processing this procurement it could effect the functioning of government.

Department has obtained multiple quotes from book distributors for practicable competition and order is being placed with the low quote.

CERTIFIED BY

Dave E. Hogan
Requestor

5/2/2016
Date

DEPARTMENT OR SCHOOL APPROVAL

Jenny A. Rose (as per Laurie)
Principal or Site Administrator *(checked)*

5-2-16
Date

APPROVED

Abdul Monique
Buyer

5/2/16
Date

FINAL APPROVAL

Ruth O.
Executive Procurement Director or Designee

5/2/16
Date

Created 8/23/13